

Dear Applicant,

Welcome, and thank you for showing an interest in employment with the City of Ellijay Police Department. Should you be selected for employment, you will find yourself in an environment of high moral and ethical standards as well as high expectations. It is my hope that every employee strive to become the absolutely best possible as we raise the standards of education, training, and performance, as a team. In other words, this administration is raising the bar of expectations with current and future employees in order to make this the best agency for employment in North Georgia.

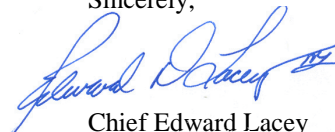
Our background and employment process is undergoing change as well. We owe it to ourselves and the citizens we serve to be very thorough and extensive in our selection process. We will not allow favoritism nor bias to affect our hiring decisions. We afford equal opportunity for everyone regardless of race, creed, color, gender, national origin, age, or disability. All eligible applicants will be afforded the same opportunity for employment selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting me at 706-635-7430.

The following minimum guidelines are not all inclusive, but are among the principal factors considered in evaluating an applicant's candidacy for employment.

- Must have a High School education or equivalent. Police applicants must be at least 21 years of age and a citizen of the United States.
- Must not have been convicted of a crime which could have resulted in imprisonment.
- Must possess a valid driver's license.
- Must be able to perform the essential job functions of a police officer.
- Must not have any felony convictions. Conviction of a misdemeanor offense may possibly deem applicant unacceptable but not necessarily. Applicants who have by self admission committed crimes that were never detected shall be presumed to have committed the crime or act. Pleas of Nolo Contendere are considered a conviction. Convictions under the First Offender Act are also considered convictions and must be disclosed.
- No more than 1 DUI conviction or any DUI conviction in the past 5 years (sworn personnel).
- Must show a stable employment history.
- Must have a credit history that reflects a pattern of credit stability. Must not have a bankruptcy in progress nor any pending garnishment or civil judgment, which may cause undue hardship while employed.
- Must not have a history of illegal drug use. Shall not have used marijuana within 24-month period prior to date of application. Experimental usage of marijuana, prior to the age of 21 will not be sole reason for disqualifying a candidate. Use of Schedule IV narcotics in the past 60 months or sale or distribution of any illegal drug (or illegal sale of legal drugs) is an automatic disqualifier.
- Must successfully complete a polygraph examination. Deception in any portion of the application process – and failure to disclose material facts is considered deception.
- Must not have had license suspended or revoked for reasons other than nonpayment of insurance premiums, in the last five years.

You will be provided with a background investigation questionnaire. Please complete this booklet in its entirety and return it to the City of Ellijay Police Department. Answer all questions thoroughly and honestly. I cannot stress enough the importance of the accuracy of your answers. The information, contained in this booklet, will be compared with information provided by others throughout the application process. You will be asked to verify these answers at the polygraph examination. Any discrepancy or omission may result in your removal from consideration.

Sincerely,



Chief Edward Lacey

Applicant Name: _____

Email Address: _____

APPLICATION FOR EMPLOYMENT

City of Ellijay Police Department
197 North Main Street
Ellijay, Georgia 30540
Telephone: 706-635-7430
Fax: 706-635-7457

The City of Ellijay does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Please legibly print or type all information and complete all answers.

Position: ☐ Police Officer ☐ Civilian ☐ Auxiliary Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle DOB Social Security No.

Address: _____
Street Address City State Zip Code

Home Phone: _____ Work Phone: _____ Cell: _____

County of Residence: _____ Place of Birth: _____
County of Current Residence City, State, Zip Code

Are you willing to work shift work (nights, holidays, weekends, etc.?) Yes ☐ No ☐

Do you object to wearing a uniform: ☐ Yes ☐ No Date available for employment? _____

Applicant's Current email address: _____

EDUCATION

Are you a High School Graduate? ☐ Yes ☐ No- If you answered no, please circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

If not a High School Graduate, do you have a GED? ☐ Yes ☐ No Date Completed: _____

School	Name and location of school (address) and dates attended	Degree Earned	Years completed
High School			9 10 11 12
Business / Technical School			1 2 3 4
College			1 2 3 4
Graduate School			1 2 3 4

Are you a graduate of a police mandate school or academy? ☐ Yes ☐ No

If yes, name/location of Academy: _____ Georgia POST OKEY No. _____

GENERAL INFORMATION		
Have you ever been employed by or applied with the City of Ellijay? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?	Department / Office:
Are you related to anyone currently employed by the City of Ellijay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relative's Name and Relationship:	Department / Office:
How did you learn about this opening?	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

In accordance with the Immigration Reform Act of 1986 proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.																									
Have you ever been convicted of, or plead guilty or Nolo to a felony or misdemeanor, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a written statement that answers what, where, when, the specific circumstances surrounding the event as well as the outcome.																									
Active Military Service (list date, serial or service no. for all active service): <input type="checkbox"/> N/A From: _____ to _____ Serial or Service No. _____ Branch of Service: _____ Discharge Type: _____																									
Are you now or have you ever been an inactive member of any branch of the US Reserve Forces or National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and branch?																									
<table border="0"> <tbody> <tr> <td>Have you ever used marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever tried marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever sold or manufactured Marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever possessed marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever tried any illegal drugs other than marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever used or possessed any illegal drugs other than marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever sold or manufactured any illegal drugs other than marijuana?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Have you ever illegally possessed or distributed any legal drug?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </tbody> </table>		Have you ever used marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever tried marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever sold or manufactured Marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever possessed marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever tried any illegal drugs other than marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever used or possessed any illegal drugs other than marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever sold or manufactured any illegal drugs other than marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever illegally possessed or distributed any legal drug?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you answered yes to any of the above statements concerning drug use, answer the following questions:																									
Date(s) used, possessed, sold, manufactured or delivered: _____																									
Number of times used, possessed, sold, manufactured or delivered: _____																									

DRIVING HISTORY			
Do you currently have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which State?	Driver's License No.	Date of Expiration:
Have you ever been licensed to drive in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give the date(s) and type of charges:			
I hereby authorize the Department of Public Safety of Georgia, or any other authorized agency to whom this authorization may be presented, to release to the City of Ellijay Police Department an abstract of my driving record for use in processing my employment application.			
Signature: _____ Date: _____			
No faxed or emailed applications will be accepted			

PERSONAL REFERENCES

Please provide five personal references. These are people you have known for at least 4 years which are not former employers, relatives, or people with whom you are living or related.

Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.

SKILLS AND TRAINING

List any special skills/training you have that would be beneficial to this agency:

Explain in full detail why you want to become a police officer / employee of the City of Ellijay Police Department. Attach additional pages if necessary, do not exceed 500 words.

[illegible]

APPLICANT'S STATEMENT CONSENT/ WAIVER

I understand that applications without notarized consent/waiver forms will be rejected. I certify that I have read and understand all questions and instructions in this application, and that my answers are true and complete. I understand that this application is NOT an offer of or a contract for employment and I agree that if hired, the City of Ellijay or I may terminate my employment at anytime with or without cause. I UNDERSTAND THAT NO CITY POLICY, PRACTICE, PROCEDURE, OR STATEMENT BY ANY CITY REPRESENTATIVE MAY ALTER THIS AT-WILL EMPLOYMENT RELATIONSHIP.

I understand that any untrue statement in this application may result in my dismissal at any time during the application process or during my employment with the City of Ellijay Police Department. I understand that any false statement will result in my disqualification of my application and/or prosecution for the offense of False Swearing (Ga. Code Section 16-10-71) punishable by a maximum fine of \$1000 plus imprisonment for not less than one nor more than five years or both. I further understand that any erroneous answer given by me during any part of the employment process, whether intentional or not, will constitute a basis for my elimination from consideration for the employment I now seek. I understand that if I do not wish to answer a question in the process, I may choose not to do so and my application will be terminated.

I hereby authorize the City of Ellijay Police Department to receive any Criminal / Driver's history information pertaining to me which may be in the files of any State or local jurisdiction. I also respectfully request and authorize all information that there may be concerning my employment record, my educational record, my reputation and my financial / credit status to be released to the City of Ellijay Police Department. I request that all records pertaining to my military service, to include the undeleted DD214 forms be released to the Ellijay Police Department. You may include all information of a confidential or privileged nature and any photocopies or facsimile of same, if required.

This information will be used to assist the City of Ellijay Police Department in determining my qualification and fitness for the position I am seeking with this agency. I hereby release you, your organization and/or others from liability which may result from furnishing the information I have requested above. A PHOTOCOPY of this release form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

I understand resumes; letter of reference, etc., submitted with the application become property of the City of Ellijay Police Department and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

By signing this application, I hereby acknowledge that I have read, understand, and agree to all provisions outlined herein.

Applicant's Signature

Date

STATE OF GEORGIA
COUNTY OF GILMER

Before me appeared, _____, who says that he/she executes the above statement of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to me and subscribed in my presence this _____ day of _____ 20_____.

Notary Public

My commission expires: _____

POLYGRAPH EXAMINATION

Prior to being employed with the City of Ellijay Police Department, you will be required to pass an extensive background investigation. Part of this investigation will include a polygraph examination, a criminal background check, driver's history check, employment history check, a references check, verification of diplomas and/or certificates, a psychological examination, a medical examination, and interviews of known associates and neighbors.

Following an interview with the background investigators, you may be asked to take a polygraph examination. Polygraph questions may come from any of the following areas of the application:

1. Criminal history
2. Drug use
3. Driver's history
4. Work history
5. Alcohol use
6. Gambling
7. Honesty in filling out the application for employment
8. Honesty in completing the background investigation's booklet